



## TEACHER AIDE Ministry Description

*January 2015*

<b>ACCOUNTABILITY:</b>	Reports to Principal/Teacher
<b>SUPERVISORY RESPONSIBILITY:</b>	Assists with supervising the children in the classroom
<b>FLSA STATUS:</b>	Non-Exempt
<b>HOURS:</b>	Full-time or Part-time 1 or Part-time 2
<b>GENERAL SUMMARY:</b>	The teacher aide works with and under the direction of a classroom teacher to provide assistance in the implementation of the instructional program.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provides assistance for the instructional program including but not limited to:
  - Lesson implementation
  - Classroom preparation
  - Clerical help
- Assists with the supervision of students
  - Lunchroom duties
  - Playground duties

### **KNOWLEDGE, SKILLS, AND ABILITIES**

<u>Education:</u>	Must have a high school diploma. Must have some educational background in child development.
<u>Experience:</u>	Must have at least one year of experience working with children in a school, pre-school, or daycare setting.
<u>Require:</u>	Must understand Catholic school philosophy. Must teach and adhere to the teachings of the Catholic Church. Must have a clear criminal background and must complete our Child and Youth Protection training program successfully.

Physical Demands: While performing duties, employee has to walk up and down stairs, sit, stoop, squat, stand, reach, talk, hear, read, write, use a computer keyboard, and carry items that weigh up to 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.